

SAINIK SCHOOL REWARI, HARYANA
TENDER FOR SUPPLY/SERVICE FOR THE YEAR 2018-19
TENDER FORM FOR :

S/No _____
(with School round stamp)

Cost Rs ____/-
(DD for Rs. 1000/- to be attached for downloaded forms
except barber services for which Rs. 200/- to be attached)

Note: Read the instruction while filling the tender form carefully.

1. Tender for supply/Services of : _____
2. Payment of Cost of Tender : _____Rs. _____
3. Name of Firm/Agency/Supplier/Contractor : _____
4. Full address of firm/agency/supplier : _____
With pin code. _____
5. Tele Contact No. (Including mobile No.) : _____
6. Bank DD No. & Earnest money amount : _____
(Only through DD payable at PNB Mini
Secretariat Rewari code No 4681) _____
7. GST No/ Registration No. /Service Tax No. : _____
PAN, last 1 F.Y/A.Y IT Return, _____
Documentary Evidence /Labour License. Etc _____
8. Experience of supply/services to Govt deptt : _____
if any (with documentary Evidence, PAN No.
Supplier/Firm Regd No and also a copy of IT
Return is mandatory)
9. Terms and condition, if any (for consideration by the School Authorities)
(a) _____
(b) _____
(c) _____
10. Terms and conditions from the school side to be acknowledged by Vendor:-
(a) For all supplies like Stationary & Clothing items etc vendors to attach last 1
F.Y/A.Y ITR with audited balance certificate, Registration No & PAN No.

The firm having experience in the respective field or business with Govt. establishment will be given preference. For the purpose, the experience certificate may be attached along with the documents.

- (b) Incomplete tender form will not be entertained/accepted.
- (c) Tender will be accepted with the required earnest money deposit as per advertisement. No old security deposit will be considered for participating in the present tender process.
- (d) The contractor/firms will put their signature and mention their full address along with contact number and details of DD attached at the column given at the end of this tender form.
- (e) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, reputation of the tenderers etc.
- (f) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited.
- (g) Rate will be quoted in rupees for each item and discount on MRP for branded items & products of reputed manufacturer will be accepted. **Rate should be included all taxes F.O.R. to Sainik School Rewari.**
- (h) **For catering services** attach Registration of firm/GST No, PAN, Labour License of minimum 30 workers, Service Tax No, Food License. Attach last 1 F.Y/A.Y ITR of firm, Experience certificate for at least one year for providing mess service of approx 500 above cadets/person in Govt/private institution will be preferred. The firm/contractor whoever bags the tender will have to deposit Rs. Four lakhs being L1 with the school as security deposit.
- (i) **Tenderers will give an undertaking in the form of signing this tender form that no representation in view of rejection of their Tenders by the Board of officers will be represented in any department / Court of Law of this country. The decision of Board of officers will be considered as full and final and the tenderers will agree to that.**
- (j) **All disputes are subjected to Rewari, Haryana jurisdiction only.**
- (k) **Signature of Suppliers/Contractors/ Tenderers below signifies their consent of having read, understood and undertake all point mentioned in para 10 above and signing it as correct.**
- (l) **The Principal reserves the right to reject or accept any or all the tenders or accept them in parts or for term less than one year or reject the lowest tender without assigning any reason whatsoever. the tender of person(s)/firm (s), who have been blacklisted by the government or by the school in the past or have/had dubious dealing with the government or the school, shall not be entertained.**

Stamp with Sign. of Firm/Contractor/Authorised Person

With full address _____

Detail of DD attaches. DD No & date_____

CONDITIONS

1. The tender document is not transferable. The complete terms & conditions needs to be read by the tenderer prior to sending his filled tender form & may consult the school to clarify any ambiguity.
2. An amount of Rs. 1000/- (Rs. One Thousand Only) collected towards the tender form except Barber Tender Form cost Rs. 200/- only.
3. Payment :
 - (a) Payment will be made only after receipt of the products/material/equipment at the school and after satisfactory installation by the respective company.
 - (b) No advance payment will be made on any account.
 - (c) Payment will be made only by means of an Account payee cheque or RTGS/NEFT. DD may be issued on request in writing and the DD commission will be charged.
4. The firm may bring the equipment/product/material to the school as sample at their own cost.
5. The literature/broucher submitted by the firm should be self explanatory.
6. Warranty/guarantee period is to be clearly mentioned.
7. The “Annual Maintenance Contract” scheme of the firm should be clearly spelt out.
8. Terms & Conditions for up gradation in future, if required, are to be mentioned in offer.
9. Maximum **Educational Discount** admissible is to be mentioned in the offer.
10. If any certificate, enclosed by firm are found to be fake/bogus/tampered, such agencies are liable to be black listed from the school.
11. Tender by Fax/E-mail will not be accepted.
12. Late received and incomplete tender form shall be summarily rejected.
13. For other details, terms and conditions, the firms are advised to contact the school.
14. If any change/additions/alterations are found to be made by them and the same is subsequently detected/noticed at any stage even after award of the supply order, all necessary actions including stoppage of the supply order would be taken. In additions the bidders are liable to be prosecuted under law.
15. Lowest rates do not guarantee the Tender acceptance. It is the quality, reputations of vendor after sales, service, guarantee/warranty amongst others which will be taken into consideration during finalization of tenders. Brand name and model nos. should invariably be quoted for all the items. Items of poor and inferior quality will not be considered for procurement.
16. If any firm has “Authorized Dealership Certificate”, the same may also be enclosed. The vendor intending to bind for a tender should be dealing in such relevant items or should own a shop for relevant supplies/items.
17. This advertisement does not constitute and will not be deemed to constitute any commitment on the part of the school.
18. **All correspondence should be addressed to the following address**
The Principal
Sainik School Rewari
Sector -4, Rewari – 123401
(Haryana)
19. Interested bidder to download the relevant pages of the specific tender and attach with the tender document.

SAINIK SCHOOL REWARI
SECTOR - 4, REWARI, HARYANA, PIN-123401
TENDER NOTICE

RFP No: SSRW/QM//514(I)

Date:

INVITATION OF TENDERS FOR PROVIDING SERVICES OF SAFAIWALA /CONSERVANCY OF CLASS ROOMS, OFFICES, TOILETS, CORRIDORS, STAIR CASES, DORMITORIES AND SCHOOL & HOSTEL COMPLEX AT SAINIK SCHOOL REWARI, SECTOR - 4 REWARI, HARYANA, PIN - 123401

(LAST DATE & TIME FOR SUBMISSION: 27 Feb 18 : 1330 hrs)

Dear Sir/ Madam,

1. Sealed tenders are invited from reputed licensed and registered agencies and other companies having Labour License, and also having satisfactory record of services rendered to Govt./State Govt./other Govt. offices and reputed organizations for award of Contract for providing services of sweeping & cleaning of class rooms, offices, toilets, corridors, stair cases, dormitories and school & hostel complex **at Sainik School Rewari, Sector -4 Rewari, Haryana, Pin - 123401.**
2. The reputed licensed and registered agency has to provide the services of high standard with expertise in the latest techniques of sweeping & cleaning.
3. **Tender forms may be obtained from the office of the Sainik School Rewari, Sector -4 Rewari, Haryana, Pin – 123401 on any working day between 1000 hrs to 1300 hrs till 27 Feb 18 on payment of Rs. 1000/- (Rupees one thousand only) by way of bank draft in favour of Principal Sainik School Rewari, Sector -4 Rewari, Haryana, Pin - 123401.**
4. Completed tender forms along with earnest money of **Rs 40,000/- (Rupees forty thousand only)** by way of Bank Draft in favour of **“Principal Sainik School Rewari”** and other documents as mentioned in the tender form may be deposited in the drop box placed at the reception counter of the School, in sealed envelope marked **“Tender for Services of Safaiwala/Conservancy”** on the top and addressed to Principal, Sainik School Rewari, Sector -4 Rewari, Haryana, Pin – 123401 **by 1330 hrs on 27 Feb 18. Tenders will be opened in the presence of the bidders at 1500 hrs on 27 Feb 18 in the school, Sainik School Rewari, Sector -4 Rewari, Haryana, Pin - 123401.**
5. Tender forms can also be downloaded from the website of Sainik School Rewari (<http://www.ssrw.org>). Bidders downloading tender form from the website will have to enclose a demand draft of Rs. 1000/- **(Rupees one thousand only)** in favour of **“Principal Sainik School Rewari”**. Tender documents submitted without earnest money and /or without required documents shall be rejected. The EMD will be refunded to the unsuccessful bidders without any interest in due course after finalisation of the tender process.
6. The successful bidder will have to deposit a security deposit amounting to **Rs. 20,000.00 (Rupees Twenty thousand only)** to the Sainik School Rewari, Sector -4 Rewari, Haryana, Pin – 123401 before taking the contract for sweeping & cleaning. The amount of the security deposit will be returned to the contractor after satisfactory completion/termination of the contract and after adjusting the dues, if any payable by the contractor to Sainik School Rewari.
7. The Competent Authority reserves the right to accept/reject any or all the tenders in part or whole without assigning any reason whatsoever. Tender form will be submitted by the bidders in sealed envelope as under: -

- (a) All relevant information regarding the **Qualification Criteria/Technical Bid** (Annexure III) should be completed and submitted in the enclosed format in original only. All other details of constitution of company, details of registration with Competent Authority and testimonials in proof of eligibility, EMD, etc will also be deposited along with this. **No photocopies of the enclosed bid form will be used.** All bids will be ink signed and stamped by the bidder firm in original.
- (b) **Commercial Bid** (Annexure IV) should be completed and submitted in the enclosed format in original only. **No photocopies of the enclosed bid form will be used.** All bids will be ink signed and stamped by the bidder firm in original.
- (c) All the above documents will be put in a sealed envelope. Please **super-scribe** the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
8. The bid shall remain valid for 120 days from the date of opening of bid. Any future clarification and /or corrigendum (s) shall be communicated through tender section on our website <http://ssrw.org>
9. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
- (a) Bids/queries to be addressed to : Principal, Sainik School Rewari
- (b) Postal address for sending the Bids : Principal, Sainik School Rewari,
Haryana, PIN – 123401
- (c) Name/designation of the contact person : Registrar, Sainik School
- (d) e-mail id of contact personnel : sainikschoolrewari@gmail.com
10. This RFP is divided into following Parts as follows:-
- (a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) Part II – Contains details of Eligibility Criteria
- (c) Part III – Contains Terms & Conditions of RFP, which will form part of the Contract with the successful Bidder.
- (d) Part IV – Contains Conditions for termination of contract applicable to this RFP and which will also form part of the contract with the successful Bidder.
- (e) Part V – Contains list of documents to be submitted along with the tender.
- (f) Annexure I - Form for undertaking by the bidder.
- (g) Annexure II – Form for Declaration by the bidder.
- (h) Annexure III – Qualification Criteria.
- (j) Annexure IV – Commercial Bid
11. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Note: This notice is a part of Tender Document.

PART I – GENERAL INFORMATION

1. **Last Date and Time for Depositing the Bids:** The sealed bid (should be deposited by **1330** hrs on **27 Feb 18** at Sainik School Rewari, Haryana PIN 123401. The sealed id should reach by the due date and time. The responsibility to ensure this lies with the bidder.
2. **Manner of Depositing the Bids :** Sealed bids should either be dropped in the Tender Box marked '**Tender Box**' or sent by registered post at the address given above so as to reach by due date and time. Bids & all documents will be sealed in an envelope and superscribed as with the Tender Reference and Title. Late tenders will not be considered. This office will not be responsible for any postal delay or non-delivery/non-receipt of bid documents. **Bid sent by FAX or e-mail will not be accepted.** In case the bid is not sealed in an envelope the bid documents will not be accepted and Sainik School Rewari will have the rights to reject the bid.
3. **Time and Date for Opening of Bids:** **27 Feb 18 at 1500 hrs** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
4. **Location of the Tender Box;** **Sainik School Rewari.** (Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).
5. **Place of Opening of the Bids;** **Sainik School Rewari.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time.
6. **Bidding system ;** The complete project will be executed on a turnkey basis. Bids would be opened on the date and time mentioned at para 3 above.
7. **Forwarding of Bid :** Bids should be forwarded by Bidders by using only the enclosed forms in original under their original memo / letter pad inter alia furnishing details like GST No/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office. No photocopies will be accepted. All the documents will be ink signed by the authorised signatories of the bidder firm and will be affixed with the rubber stamp of the firm. All enclosures like product information brochures etc will also be signed and stamped by the vendor.
8. **Clarification Regarding Contents of the RFP :** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7(seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents. The buyer may at his discretion hold a pre-bid meeting if required. The date of such a meeting if planned will be notified separately.
9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the buyer may, at its discretion, ask the bidder for clarification on his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. **No post-bid clarification at the initiative of the bidder will be entertained.**

11. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to Quote :** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids :** The Bids should remain valid till 120 days from the date of opening of bids.
14. **Earnest Money Deposit :** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 20, 000.00 (Rupees Twenty Thousand only)** in favour of “**Principal Sainik School Rewari**” along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website <http://mod.nic.in/dpm/pody2.htm> and can be provided on request). EMD is to remain valid for a period of 120 days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

PART – II: ELIGIBILITY CRITERIA

1. The bidder agency should be a firm or company registered as under the Companies Act 1956.
2. The agency should be registered with Ministry of Labour of Government of India/NCT Delhi /Haryana and holding a valid license under the latest Contract Labour (Regulation & Abolition) Act for engaging a minimum of 50 employees and should be having valid ESI, EPF Code No, PAN No. Service Tax No., etc. The bidder should also be registered under Shops & Establishments Act. All statutory requirements, as stated above & as applicable should be fulfilled.
3. The bidder agency should have a minimum annual turnover of **Rs.20 Lakhs** during each of the last three years and should not have made a loss in any of these years. It should have a Staff of 10 or more per shift for one client and should have a minimum experience of 2 years in the sweeping & cleaning business in large Govt Organisation/Multi-National Companies /National Labs/ PSUs/ Nationalised Banks, etc.
4. The bidder should also possess adequate infrastructure in terms of vehicles, gadgets and basic accessories for an efficient functioning.
5. The bidder agency should be capable of providing a solvency certificate for a minimum value for **Rs. 2 lakhs**.
6. The earnest money of successful bidder will be forfeited if he does not fulfill any of the following conditions:
 - (a) Furnishing of security deposit of **Rs. 20,000.00 (Rupees Twenty thousand only)** by means of a bank draft favouring “Principal Sainik School Rewari” within 10 days of the receipt of the letter awarding the contract. This security deposit amount shall not earn any interest thereon. The security deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearance/No Demand Certificate.

- (b) Execution of the agreement within 10 days of the receipt of the award letter.
 - (c) Commencement of work within 10 days of the signing of agreement and furnishing of security deposit.
 - (d) To comply with all the terms & conditions of the award letter and agreement.
7. The bidder must quote his bid only using the proforma given in the tender document. The rate(s) quoted by the bidder should be all inclusive. The tenderer must quote the rates in figure as well as in words. The amount of each item should be worked out and the total provided. The rates quoted should be on the basis of seven days a week (including non-working days) as per requirement of the school mentioned elsewhere in this document.
8. Only those bidders who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
9. Sainik School Rewari reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
10. Canvassing in any form by the bidder will lead to summary rejection of his tender.
11. Details of employees of Sainik School Rewari related to the bidder, if any, should be furnished in a separate sheet.
12. All pages of the tender document must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting Power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected.

PART – III: TERMS & CONDITIONS

1. The contract term shall be initially for a period of one year. Based on satisfactory performance, the contract term would be renewed for a further period of one year at the sole discretion of Sainik School Rewari. If the contractor desires to discontinue his services, he shall be required to tender three months notice and shall be permitted to quit only after expiry of the notice period.
2. The contractor will have to enter into a contract for executing the work within 10 days from the date of receipt of the Work Order on a non-judicial stamp paper of Rs 100/- (Rupees one hundred only).
3. The contractor shall submit an affidavit along with the tender document stating that **“we undertake to deploy Safaiwala/Conservancy staff and supervisors whose antecedents have been verified from the Police Authorities”**.
4. Sainik School Rewari reserves the right to cancel/terminate the contract at any time during the period of the contract after giving one month notice to the contractor.
5. Under no circumstances shall the contractor appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated without any notice by the officer-in-charge of Sainik School Rewari.
6. The contract for sweeping & cleaning services shall be for the entire premises occupied by the Sainik School Rewari, which includes the Academic Block and the Hostel complex.

7. Sainik School Rewari shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty by personnel deployed by the contractor, their being in proper uniform, punctuality etc. The number of manpower can be increased or decreased depending upon the workload to be assessed by Sainik School Rewari and intimated to the contractor.
8. The sweeping & cleaning staff shall be under the direct control of the officer-in-charge of Sainik School Rewari or his authorized representative for day-to-day functioning & operations.
9. The contractor shall deploy only male sweeping & cleaning staff not below the age of 18 and not above the age of 45 years conforming to the requirements and conditions attached to this document. The personnel deployed shall be healthy and active. Nobody shall have any communicable diseases. They must be free from the contingent of his permanent employees and should have passed minimum education of **class V** from a recognized school and should be able to read and write official/local languages (English/ Hindi).
10. The contractor shall furnish a list of safaiwala/conservancy staff deputed by the contractor to Sainik School Rewari detailing the name, age, qualification, present and permanent address, contact numbers including Mobile numbers etc.
11. No residential accommodation or any other facility that is being provided by the school to its regular employees will be provided to the sweeping & cleaning staff of the contractor.
12. The sweeping & cleaning staff shall be properly trained in related work. They should be trained to operate various equipments and gadgets required for efficient cleaning and sweeping.
13. The contractor shall engage personnel who are medically fit. They should be free from all infections/diseases. The contractor shall get his employees medically examined before deploying them at Sainik School Rewari.
14. The contractor shall ensure that all his employees observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The contractor shall have full control over the staff engaged by him. The contractor shall give necessary directions to his staff to carry out the jobs assigned to them by Sainik School Rewari.
15. The contractor shall furnish a detailed fortnightly duty chart of his employees and keep the Sainik School Rewari informed of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective area they are required to attend to.
16. The contractor shall maintain a register for marking the attendance of personnel deployed by him, which shall be seen/verified by Sainik School Rewari regularly.
17. In the event of any safaiwala/conservancy staff not reporting for duty, alternate arrangements shall be made by the contracting agency, immediately without jeopardizing the work of Sainik School Rewari.
18. Deployment of any fresh staff in replacement should be only with the prior permission of Sainik School Rewari. The contractor shall deploy only such personnel as replacements whose antecedents have been verified by the Police Authorities.
19. The contractor shall provide weekly off/holidays to his workmen as per all laws but it will be his responsibility to ensure uninterrupted services on all days. No staff shall be deployed on double duty during consecutive duty timings. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The staff on duty shall be rotated at proper frequency.

20. He shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act /Delhi & Establishments Act and rules there under. He must comply with and carry out all the provisions and obligations under the said Act and rules and furnish all information(s) to Sainik School Rewari as may be required by the Act and Rules.

21. The contractor shall fully comply with all the applicable laws, rules and regulations relating to EPF Act including the payment of PF contributions, payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (Regulation & Abolition) Act relating to certificates of registration, relating to license, relating to issue of employment card and relating to annual returns of the principal employer. He must also comply with the Essential Commodities Act, Migrant Labour Act and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per IT Act, and any other act as may be relevant as applicable to him from time to time.

22. The contractor shall make payment of wages etc., to the persons so deployed by him by **First Week** of every month, so that there is no disruption on the performance of duties of the deployed persons.

23. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by the union government/state government.

24. The contractor shall pay the statutory payments such as PF, ESI, for the staff employed to provide services to Sainik School Rewari through a separate challan and it should be submitted along with the monthly bill.

25. The contractor shall obtain adequate insurance policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.

26. In case of death or mishap occurred during discharging the duty to any of the employee of the contractor, the compensation liability will solely rest with the contractor.

27. The contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against Sainik School Rewari.

28. Income tax/other taxes/charges levied from time to time by the Govt. shall be deducted at source by Sainik School Rewari from the monthly bills of the security contractor on the full amount of bill.

29. The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations.

30. The contractor's rate(s) shall be inclusive of all taxes etc. The contractor's rate(s) shall remain constant throughout the contract period.

31. The contractor will be paid at monthly intervals upon his presenting the bill(s). Contractor shall present his monthly bill to the school authorities by the fifth day of each month along with all necessary documents and compliance with all statutory requirements prescribed by the Government. The school will not be responsible for any delay in payment in case of late submission of the bills and related documents by the contractor.

32. Authorised representative of the contractor shall personally contact Head of Sainik School Rewari once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required in making the services more efficient or any other related issue.
33. The contractor or his nominee shall ensure his presence at a short notice when required by Sainik School Rewari.
34. Cleaning, sweeping, mopping and other related work of all areas as per the contract shall be completed by the laid down timings positively every day, failing which monetary penalty of Rs. 1000/- per day shall be imposed and recovered from the contractor's bill. In case any worker is found missing/absent from duty, a penalty equivalent to the salary per day of the staff missing from duty shall be recovered from the contractor's bill if no replacement is provided.
35. The contractor shall ensure high standard of sweeping & cleaning on a daily basis on all days of the week. The standard of sanitation will always be to the satisfaction of the authorized representative or officer-in - charge whose decision shall be final and binding on the contractor.
36. The contractor will provide all material(s) / equipment(s) required for day to day sweeping & cleaning at his cost. The material for daily use like cleaning powder, Naphthalene balls, Cleaning Acid & Disinfectants, Phenyl, Room Fresheners (Odonil Balls/Stick etc), Liquid Soap, Toilet Soap, Toilet Paper , Tissue Paper, Insecticides (Hit, Mortein etc), Colin or any other cleaning liquid, Swabbing Cloth (Pochha), Hand Duster, Gloves, Toilet Brush, Brooms, Wiper, Equipments for clearing of blockages etc. shall be provided by the school. The contractor will be responsible to furnish the complete list of material / equipments required by his staff for efficient sweeping & cleaning to the school. He will also be responsible to ensure proper/judicious usage and no wastage / pilferage of all material & equipments provided to him by the school.
37. Alternately all the cleaning materials/equipments could be provided by the contractor himself. The rates and the option must be clearly mentioned in the commercial bid being submitted by the contractor.
38. The contractor himself shall be responsible for the safety and maintenance of his tools and materials. No damages/claim of the contractor on this account shall be entertained.
39. Entry in the Sainik School Rewari premises is restricted. The guards on duty at the gates/reception will ensure that only the authorised persons enter the Sainik School Rewari premises after proper verification. Hence the contractor must ensure entry of only authorised persons employed by him. It should also be ensured that the duty is discharged by the staff sincerely.
40. The contractor and the persons employed by him shall not divulge to outsiders any information about Sainik School Rewari, divulge information about the employees of Sainik School Rewari as well as the activities in Sainik School Rewari.
41. The contractor will also have the responsibility to safeguard the Sainik School Rewari's movable and immovable property, besides protecting the environment.
42. The contractor shall ensure that the staff deployed by him do not indulge in any theft or undesirable activities while on duty at Sainik School Rewari. In case of any theft, breakage, pilferage of any fixture and/or fittings, furniture, equipment, etc., the responsibility shall be of the contractor and s/he shall report the same to Sainik School Rewari. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's staff on duty, Sainik School Rewari will have full power to recover the loss in full or adjust from the dues or security deposit of the contractor. The decision of Sainik School Rewari in this regard will be final and binding on the contractor.

43. The contractor shall ensure that any loss/damage to goods or property of Sainik School Rewari due to negligence on the part of the employee of the contractor shall be made good within 7 days of the date of its communication to him. Non-compliance of the same shall entail forfeiture of the security deposit along with recovery of the loss in part or in full from the dues and earnest money of the contractor and/or termination of the contract.

44. (a) In case of any loss/theft of any movable or immovable property, the Principal, Sainik School Rewari or any officer authorized by him will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the agency by the above mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill and/or its security deposit.

(b) For any breach of contract, the Principal Sainik School Rewari or any officer authorized by him, shall be entitled to impose a minimum penalty of Rs.1,000/- per day/occasion on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of Sainik School Rewari.

(c) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed include:

(i) If the personnel are not found in proper uniform and displaying photo his identity card.

(ii) If the personnel is found indulging in smoking/drinking/sleeping in the school /hostel complex during duty hours and performing double duty within 24 hours.

(iii) The Agency is supposed to provide the required personnel to Sainik School Rewari as mentioned in the tender document. If the agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed and the money will be deducted equivalent to the salary calculated as per agreement.

(iv) Penalty will also be imposed if the behavior of personnel engaged by the contractor is found discourteous.

(v) If any personnel engaged by the contractor is found performing duty by submitting a fake name address and any other information.

(vi) If any personnel is found on duty other than those mentioned in the approved list supplied by the Agency to Sainik School Rewari authorities.

45. The contractor or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to Sainik School Rewari or the participants.

46. The contractor or his employees shall not aid or participate or support any anti-institutional activity under any circumstance and shall strictly restrict to the work awarded under the contract.

47. All liabilities arising out of violation of local laws and/or central laws shall be his responsibility.

48. During surprise checks by any authorised officer of Sainik School Rewari, if a particular staff is found negligent/sleeping/drunken on duty, the contractor will have to withdraw the staff from Sainik School Rewari forthwith which may even entail cancellation/termination of contract for the rest of the period.

49. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract for whatsoever reason and ensure that no person creates any disruption/hindrance/problem of any nature to Sainik School Rewari.

50. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to the Sole Arbitrator to be appointed by Sainik School Rewari. The award of the arbitrator shall be final and binding on both the parties.

51. Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in Sainik School Rewari and only the courts in Rewari shall have jurisdiction to determine the same.

52. The contractor shall specifically ensure compliance of various laws/acts, including but not limited to the following and their reenactments/amendments/ modifications:

- (a) The payment of wages act 1936.
- (b) The employees provident fund act, 1952.
- (c) The factory act, 1948.
- (d) The contract labour (regulation) act, 1970.
- (e) The payment of bonus act, 1965.
- (f) The payment of gratuity act, 1972.
- (g) The employees state insurance act, 1948.
- (h) The employment of children act, 1938.
- (j) The motor vehicle act, 1988.
- (k) Minimum wages act, 1948.

53. An agreement shall be signed with the successful bidder. These terms and conditions will be part of the contract/agreement between Sainik School Rewari and the agency and any non-compliance shall be deemed as breach of the contract/agreement.

54. The sweeping & cleaning staff shall be given duties on all seven days of the week: -

- (a) Timings of shifts will be as under: -

S No	Shift	Timings
1	Morning shift	0700 hrs-1100 hrs
2	Afternoon shift	1400 hrs-1800 hrs

(b) Details of locations and scope of work will be as under: -

S No	Shift	Location	Duty Point	Scope of Work
1	Morning shift	Main School Building	Offices and Toilets of School Main building; verandahs, Staircases; including Temporary Shelters, Guard Rooms etc; Open area and Ground within the School Compound.	<p>(a) Proper and effective cleaning, washing and swabbing of toilets, floors, sanitary fittings including removal of chocks, garbage and blockages. Mopping all areas specified</p> <p>(b) Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall, doors, Partitions, windows etc.</p> <p>(c) Spraying of air freshener in the toilets. Filling of liquid soap in the soap containers in toilets. At no time, the liquid soap dispensers shall be left empty. Putting Naphthalene balls in toilets.</p> <p>(d) Emptying of waste paper /refuse from waste paper basket/buckets and other places. The refuse / garbage shall be disposed of at the approved garbage point after proper sorting.</p> <p>(e) Proper and effective cleaning of all doors, windows their handles and knobs of toilets.</p>
			Offices and Toilets of CCA building; verandahs, Staircases; Temporary Shelters, Guard Rooms etc; Open area and Ground within the School Compound	
		Hostel Complex	All Dormitories, , Guest Rooms, Dining hall and Toilets of School Hostel building including Temporary Shelters, Guard Rooms etc; Open area and Grounds within the School Compound	

(c) Details of locations where the sweeping & cleaning staff and supervisors are as under:-

S No	Shift	Location	Week Days (Mon – Sat)	Sundays / Closed Holidays Days
			Built up area and toilet blocks	Built up area and toilet blocks
1	Morning shift	Main School Building	Offices/class rooms/library/labs/ staff room/stores/ pre-fab shelter class rooms- 36 Total built up area approx 32000/- sq ft including the toilet blocks as under :- 15'x10' qty- 7 blocks consisting of urinal point, WC Indian and western type and wash basins. Open area approx 2 acres including cemented assembly ground and internal roads and car parking area..	NIL
		Hostel Complex		

55. The details of work involved are as under:-

- (a) Proper and effective cleaning, washing and swabbing of Class rooms, Offices, Dormitories, Verandahs, Pathways, Toilets, Floors, Sanitary fittings including removal of Blockage and Garbage in the Academic block, CCA block and Hostel Complex.
- (b) Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall partitions, doors, windows etc.
- (c) Spraying of air freshener in the toilets, filling of liquid soap in the soap containers in toilets. At no time, the liquid soap dispensers shall be left empty.
- (d) Emptying of waste paper/refuse from waste paper basket/buckets and other places. The refuse/garbage shall be disposed of at the approved garbage point after proper sorting.
- (d) Proper and effective cleaning of all doors, windows their handles and knobs of toilets.
- (e) Cleaning of premises outdoor and indoor.
- (f) Cleaning of the entire road-area, in the campus.
- (g) Scrubbing of floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps, switch boards etc.
- (h) Washing of glazed tiles on walls, urinal pots, WC Pans, sinks, wash basin and all other fittings & fixtures using disinfectant material like Phenyl, vim, detergent powder, acid, liquid soap etc.
- (j) Putting of sanitary cubes and naphthalene balls in urinal pots / wash basins and air freshener sticks in containers.
- (k) Dusting and cleaning of mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.
- (l) Cleaning & scrubbing of buckets, mugs etc. once a week in toilets.
- (m) The initial sweeping and mopping in the morning shift should be completed by 0700 hrs in the Academic block, by 0830 hrs in the CCA block and by 1000 hrs in the Hostel complex. These timings may be changed by the Sainik School Rewari depending on the school timings.
- (n) Sweeping and mopping in the afternoon shift should be completed by 1530 hrs in the Academic block, by 1630 hrs and by 1730 hrs in the Hostel complex.
- (ii) The toilets should be cleaned at least thrice daily by 0730 hrs, 1200 hrs and 1730 hrs.

PART – IV: TERMINATION OF THE CONTRACT

1. Sainik School Rewari shall be at liberty at its entire discretion to terminate this contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/or rules framed subsequently, is committed by the contractor and/or by his staff.
2. Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of any partner of the security agency.
3. Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.
4. If any attachment is levied and continues to be levied for a period of seven days upon security agency effects or any individual/ partner for the time being of its firm or any member of its cooperative society.
5. If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
6. If the contractor shall by himself or by his servants commit or suffer to be committed any act which, in the opinion of the income tax department, whose decision in that behalf shall be final is prejudicial to the interest or good name of the income tax department.
7. If the period of this contract lapses and the service is continued, it shall be deemed to be an agreement to continue the service on month to month basis. In such event, either party must give three months notice for termination of the service if they choose to discontinue.
8. Violation of the provisions of contract labour (r & a) act 1970, and other acts, rules schemes or notifications issued by the appropriate govt. from time to time, as applicable.
9. On termination/expiry of the contract, the agency will immediately remove all its personnel from the premises.
10. Under no circumstances shall the contractor appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated without any notice by the officer-in-charge.
32. The amount of the security deposit will be returned to the contractor after satisfactory completion/termination of the contract and after adjusting the dues, if any payable by the contractor to Sainik School Rewari.

PART V: LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE TENDER

1. License under rules framed by the Govt of India/Govt of Haryana. If not applicable, reasons thereof may be submitted along with documentary evidence.
2. Registration Document/Details of the Company/Firm/Societies.
3. Earnest money deposit for **Rs 20, 000.00 (Rupees Twenty thousand only)** in favour of **“Principal Sainik School Rewari”**.
4. Profile of the Company/firms/societies.
5. Copies of certificates/allotment letter of **Service Tax and PAN** Number.
6. Details of Constitution of firm / Company societies and its registration with competent authority.
7. Proof of Qualification with regard to:
 - (a) Annual turnover of **Rs 20.00 lakhs (Rupees Twenty lakhs only)** during each of the last three years.
 - (b) Minimum experience of **3 years** in similar business in Multinational companies / National Labs / PSU / Nationalised Bank etc. Details of works of similar nature carried out in Central/State Govt. bodies/ Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 3 years ending on 31st March 2015.
 - (c) Proof of presently providing sweeping & cleaning staff of **10** or more per shift for three different clients.
 - (d) Valid License under the latest contract Labour Contract Act/ Delhi Shops & Establishments act for engaging a minimum of 35 employees.
 - (e) Registration for ESI and its contribution.
 - (f) Registration with EPF and its contribution.
 - (g) Latest Income Tax clearance certificate.
 - (h) Audited Balance sheet and profit and loss account statement for the last three years ending on 31st March 2015.
 - (j) Clientele list at various locations indicating number of security personnel deployed at each unit.
 - (k) Latest solvency certificate from a nationalized bank for a minimum value of **Rs.2.0 lakhs**.
 - (l) Power of attorney in favour of authorized signatory, if required so.
8. Details of training imparted to the sweeping & cleaning staff and supervisors.
9. Undertaking to be given by the bidder informing Sainik School Rewari that he / they have read the tender documents and have understood the contents fully and accordingly had submitted their quote in the commercial bid abiding by the terms and conditions laid down there at.

10. An affidavit to the effect that the contractor has got verified the antecedents of all the persons to be deployed by him in the school for security job.
11. List of Arbitration cases (if any).
12. Detailed list of the company's managerial, supervisory and other important staffs along with their profiles in short, contact numbers including mobile phones.
13. Details of the website of the firm if any.
14. Undertaking of the Firm confirming the availability of the adequate manpower of requisite qualification and experience for deployment at Sainik School Rewari (**Annexure-I**).
15. Declaration as per **Annexure-II**.

SAINIK SCHOOL REWARI
SECTOR - 4, REWARI, HARYANA, PIN-123401

INVITATION OF TENDERS FOR PROVIDING SERVICES OF SAFAIWALA/CONSERVANCY OF CLASS ROOMS, OFFICES, TOILETS, CORRIDORS, STAIR CASES, DORMITORIES AND SCHOOL & HOSTEL COMPLEX AT SAINIK SCHOOL REWARI

Tender No. SSRW/QM//514(I)

Date:

UNDERTAKING BY THE BIDDER

It is hereby undertaken that:

1. There is no arbitration cases" pending against our firm.
Or
Arbitration cases are pending as per details given (enclose details separately).
Please strike off whichever is not applicable.
2. It is confirmed that the availability of adequate manpower of requisite qualification and experience shall be deployed at Sainik School Rewari. We further undertake that we shall submit, within 10 days of award of contract, the attested photocopies of qualifications/experience, wherever applicable, of all the required personnel whom we shall deploy at Sainik School Rewari, failing which the EMD and Security Deposit may be forfeited by Sainik School Rewari.
3. We accept all the terms and conditions of the agreement. We have signed each page of terms and conditions as token of acceptance and submitted as part of tender document.
4. We undertake that there is no police case pending against the proprietor of the firm/firm/parties relating to previous service contracts.
5. We also undertake that the personnel to be deployed at Sainik School Rewari shall be deployed after due police screening/verification.
6. We also undertake the sufficient "Leave Reserve" shall be maintained.
7. We undertake that we are having an office address in Rewari / NCT of Delhi/adjoining are of Rewari.
8. It is also undertaken that the cleaning & sweeping staff to be deputed in Sainik School Rewari shall be trained in related work.

Signature of the authorized signatory of the firm

Date: -----.
Seal of the firm

Name & Address:
Phone No

SAINIK SCHOOL REWARI
SECTOR - 4, REWARI, HARYANA, PIN-123401

INVITATION OF TENDERS FOR PROVIDING SERVICES OF SAFAIWALA/CONSERVANCY OF CLASS ROOMS, OFFICES, TOILETS, CORRIDORS, STAIR CASES, DORMITORIES AND SCHOOL & HOSTEL COMPLEX AT SAINIK SCHOOL REWARI

Tender No._ SSRW/QM//514(I)

Date:

DECLARATION BY THE BIDDER

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake to abide by them.
2. It is further declared that license from labour commissioner shall be obtained and submitted within one month of award of contract for providing the manpower to Sainik School Rewari.

Encl:

1. DD/ Pay Order No.....
2. Terms and conditions **(each page must be signed and stamped with the seal)**
3. Financial Bid **(each page must be signed and stamped with the seal)**

Signature of the authorized signatory of the firm

Date: -----.

Seal of the firm

Name & Address:

Phone No

NOTE:

1. **Submission of all the document mentioned above along with declaration is mandatory. Non-submission of any of the documents above will render the bid to be rejected.**
2. **Use only the enclosed forms in original for submitting your bids. Do not use photocopies of these forms.**

SAINIK SCHOOL REWARI
SECTOR - 4, REWARI, HARYANA, PIN-123401

INVITATION OF TENDERS FOR PROVIDING SERVICES OF SAFAIWALA/CONSERVANCY OF CLASS ROOMS, OFFICES, TOILETS, CORRIDORS, STAIR CASES, DORMITORIES AND SCHOOL & HOSTEL COMPLEX AT SAINIK SCHOOL REWARI

Tender No. _____ Date: _____

QUALIFICATION CRITERIA

(USE THIS DOCUMENT IN ORIGINAL TO INDICATE COMPLIANCE TO REQUIREMENTS)

<u>S No</u>	<u>Requirement</u>	<u>Compliance (Yes/No)</u>	<u>Deviation</u>
1	License under the Rules framed by the Govt of India/Govt of Haryana. If not applicable, reasons thereof may be submitted along with documentary evidence		
2	Registration of the establishment of the firm with the appropriate government for running the business.		
3	Earnest money deposit by way of DD for Rs.20,000.00 drawn in favour of Principal Sainik School Rewari.		
4	Certificates/allotment letter of Service Tax and PAN Number.		
5	Constitution of firm / Company societies and its registration with competent authority.		
6	Proof of Qualification with regard to annual turnover of Rs.20.0 lakhs during each of the last three years.		
7	Minimum experience of 3 years in sweeping & cleaning business in Multinational companies / National Labs / PSU / Nationalised Bank etc. Details of works of similar nature carried out in Central/State Govt. bodies / department / PSUs / Autonomous bodies /industries/factories/or other similar organization. In the last 3 years ending on 31st March 2015.		
8	Presently providing sweeping & cleaning staff of 10 or more per shift for three different clients.		
9	Valid License under the latest contract Labour Contract Act/ Delhi Shops & Establishments act for engaging a minimum of 35 employees.		
10	Registration for ESI and its contribution.		
11	Registration with EPF and its contribution.		
12	Latest Income Tax clearance certificate.		

Date: -----.

Signature of the authorized signatory of the firm

<u>S No</u>	<u>Requirement</u>	<u>Compliance (Yes/No)</u>	<u>Deviation</u>
13	Audited Balance sheet and profit and loss account statement for the last three years ending on 31st March 2016.		
14	Solvency certificate from a nationalized bank for a minimum value of Rs. 2.0 lakhs.		
15	Training imparted to the sweeping & cleaning staff.		
16	Verified the antecedents of all the persons to be deployed by him in the school for sweeping & cleaning job.		
17	Details of arbitration cases.		
18	Availability of the adequate manpower of requisite qualification and experience for deployment at Sainik School Rewari.		
19	Compliance to PART– II of tender document (Eligibility Criteria).		
20	Compliance to PART– III of tender document (Terms & Conditions).		
21	Compliance to PART– IV of tender document (Termination of the contract)		

Note : - Enclose brochure and any other information as desired. Use additional sheets of paper where required.

Signature of the authorized signatory of the firm

Date: -----.
Seal of the firm

Name & Address:
Phone No

SAINIK SCHOOL REWARI
SECTOR - 4, REWARI, HARYANA, PIN-123401

INVITATION OF TENDERS FOR PROVIDING SERVICES OF SWEEPING & CLEANING OF CLASS ROOMS, OFFICES, TOILETS, CORRIDORS, STAIR CASES, DORMITORIES AND SCHOOL & HOSTEL COMPLEX AT SAINIK SCHOOL REWARI

Tender No SSRW/QM//514(I)

Date:

COMMERCIAL BID

(USE THIS DOCUMENT IN ORIGINAL TO INDICATE COMPLIANCE TO REQUIREMENTS)

Summary of Manpower required		Wages/Payment to Sweeping & Cleaning Staff (Rate per person per month) (Rs)	
		With Material (Ref para 36 of Part III of RFP)	Without Material (Ref para 37 of Part III of RFP)
No of Safaiwala/Conservancy Staff as per area mentioned at para 54(c) of Part III Terms and condition			
Week Days (Mon – Sat)	Sundays / Closed Holidays Days		
		In words: Rupees	In words: Rupees

Note:

1. Rate analysis supporting the above quoted rates may be enclosed along with this price bid clearly indicating the minimum wages, weekly off replacement charges, cost of uniform of personnel deployed, PF Contribution, ESI Contribution, Bonus, Leave reserve, service charges, Other Statutory levies and other charges etc.
2. The Safaiwala/conservancy staff will be considered under the **Semi-Skilled** category. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Safaiwala/Conservancy services to the school. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per month. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The Contract is for one year.
4. The number of manpower required shown above is indicative and the actual quantity may vary as per requirement of the school.

Signature of the authorized signatory of the firm

Date: -----,
Seal of the firm

Name & Address:
Phone No